

2006/07

**GRANT PROGRAM GUIDELINES
FOR
LIVE HOMEWORK HELP
PROJECTS**

**Application Deadline:
JULY 7, 2006**

**Funding Source:
Library Services and Technology Act
California State Library**

Live Homework Help Projects

1. Although the State Library would ideally like to see every child in California have access to after-school homework assistance, the limited amount of funding available restricts the number of libraries that are able to participate in this program. Therefore, continued support of this program is dependent on proof of use.

2. Access to Live Homework Help is available:

Monday - Sunday, 1 p.m. - 10 p.m. (English)

Sunday - Thursday, 3 p.m. - 7 p.m. (Spanish)

3. For new participants, the State Library is willing to support *both in-library access and remote access* or *remote access only* to Live Homework Help as appropriate to each library's needs.

4. To function properly, the following technical specifications are required to access Live Homework Help:

Windows 2000 or Windows XP

Internet Explorer 6.0 or better

Macromedia Flash 8.0 browser plug-in

PC with 300 megahertz or higher processor clock speed recommended

Intel Pentium/Celeron family or compatible processor recommended

128 megabytes minimum of RAM, 256 megabytes recommended

Super VGA (800 x 600) or higher-resolution video adapter and monitor

Internet connection – minimum speed of 56K

Live Homework Help is not compatible with Macintosh computers.

5. Participating libraries must provide a method for authenticating remote access to Live Homework Help. This may be accomplished in a number of ways, including asking patrons to enter their library card number or PIN.

6. The State Library will support 100% of the cost of remote access to Live Homework Help during the first year of participation. However, participating libraries will be expected to pay part of the remote access cost in subsequent years as follows:

25% of cost (year 2)

50% of cost (year 3)

100% of cost (year 4)

As always, these figures may change depending upon the availability of LSTA funds.

7. The State Library will not support in-library access beyond the first year. If a participating library wishes to offer in-library access to Live Homework Help in subsequent years, then local funds will have to be found to support that service. Tutor.com will not support in-library access only.
8. Participating libraries will be required to send at least two staff members to a training session conducted by Tutor.com. Training sessions will be scheduled in August and September 2006.
9. Participating libraries will be required to promote the program in schools and throughout the local community several times before and during the school year. The State Library will provide promotional materials as appropriate.
10. Participating libraries will be required to submit a six-month progress report as well as a year-end report to the State Library.
11. Participating libraries will not be paid for indirect costs incurred in administering the program. If a participating library is able to contract directly with Tutor.com for Live Homework Help, the State Library will grant funds to provide the service directly to that library. If a participating library is not able to contract directly with Tutor.com, funding for the service will be handled through the Metropolitan Cooperative Library System.
12. To participate in the program, libraries must show substantial community need. The application form is attached. To apply, please sign and return one original and five copies of the application by **4 P.M., FRIDAY, JULY 7, 2006**. Fax copies are not acceptable.
13. The libraries selected to participate in the program will be announced by August 1, 2006. Applications will be evaluated as follows:

Evidence of community need and potential benefits	(30 points)
Evidence of well-used remote-access library programs	(20 points)
Evidence of an aggressive marketing plan to promote the program	(25 points)
Evidence of a feasible plan to continue the program	(20 points)
Willingness to share program cost during the first year	(5 points)